



**THE WILDLIFE CONSERVATION BOARD
INVITES APPLICATIONS FOR
EXECUTIVE DIRECTOR
WILDLIFE CONSERVATION BOARD
EXEMPT APPOINTMENT
SACRAMENTO, CALIFORNIA**



MONTHLY SALARY: \$8,681 - \$9,390

FINAL FILING DATE: UNTIL FILLED

WILDLIFE CONSERVATION BOARD: The Wildlife Conservation Board (Board), created in 1947, has a long and proud history protecting and restoring California's vast natural resources. The Board administers funds through a capital outlay program for wildlife conservation and related public recreation activity.

Originally created within the California Department of Natural Resources, and later placed with the Department of Fish and Game, the Board is a separate and independent board with authority and funding to carry out an acquisition and development program for wildlife conservation.

The Board consists of the President of the Fish and Game Commission, the Director of the Department of Fish and Game and the Director of the Department of Finance. Legislation that created the Board also established a Legislative Advisory Committee consisting of three members of the Senate and three members of the Assembly that meet with the board to provide legislative oversight.

POSITION DESCRIPTION: The Executive Director (ED) is the executive officer for the Board. The individual selected will be responsible for providing vision and long term planning for the Board's mission. Appointment to and service in the position is at the pleasure of the Board.

The incumbent is responsible for all daily operations of the organization. This includes coordination of the fish, wildlife, and recreational projects approved and financed by the Board; the direction and supervision of work for the Board's employees, as well as any short-term consultants or contractors who may be employed. The ED receives or initiates all proposed fish and wildlife and recreational projects; initiates, supervises, or directs surveys and investigations of proposed projects; and prepares, or supervises the preparation of written reports and recommendations for the consideration of the Board. This includes making a final decision as to which proposals should ultimately be recommended for Board action.

The ED is also responsible for coordinating and representing the Board in all legislative matters, including working with legislators and their staff on legislation which may affect the Board, testimony at legislative hearings, including budget hearings. The ED directs all Board activities with the Department of Fish and Game (DFG), through its director or appropriate deputy directors or staff. The ED is responsible for assisting DFG in the handling of all land-related matters including, but not limited to, acquisitions using DFG funds, transfers or acquisitions of easements, mitigation transfers, etc. Coordinate with the Coastal Commission, Coastal Conservancy, State Lands and other appropriate agencies to insure that Board funds are used in accordance with appropriate authorizing legislation. Coordinate Board funded acquisitions, public access projects and habitat restoration and enhancement projects.

The successful candidate will be subject to adherence to the Conflict of Interest Code for the Department of Fish and Game, Fish and Game Commission, and Board (Section 782).

DESIRABLE QUALIFICATIONS: Knowledge of the organization and functions of California government including the Legislature and Executive Branch; principles, practices, and trends of public administration, organization and management; techniques of organizing and motivating groups, program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; equal employment opportunity and anti-discrimination programs. Experience developing, nurturing and growing partnerships with organizations, constituencies and people.

SPECIAL PERSONAL CHARACTERISTICS: Ability to provide dynamic leadership for the organization, recognizing its past, helping to create its future. Understand planning development and implementation with quantitative successful results. Dedication and commitment to providing vision, guidance and motivation for the board and staff. Excellent oral and written communications skills; excellent interpersonal skills; ability to establish and maintain cooperative working relationships with representatives of all levels of government, the public, and special interest groups; and public speaking experience.

APPLICATION INFORMATION: Interested parties may contact Ms. Karen Wroten at (916) 653-8834 and/or submit their resume as soon as possible to the following address:

DEPARTMENT OF FISH AND GAME
HUMAN RESOURCES BRANCH
ATTN: KAREN WROTEN
1416 9th STREET, 12th Floor
SACRAMENTO, CA 95814

The State of California is an equal employment opportunity employer for all, regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place, any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.